
Becoming A Candidate

CANDIDATE

KRS 121.015(8)

“Candidate” means any person who has received contributions or made expenditures, has appointed a campaign treasurer, or has given his consent for any other person to receive contributions or make expenditures with a view to bringing about his nomination or election to public office, except federal office.

WHO IS A CANDIDATE?

A person is considered a candidate when one of the following has been completed: (1) Raise and/or spend money (even his or her own) to bring about his or her nomination or election. (2) File a Letter of Intent with the Registry. (3) File proper documents (notification and declaration/nominating petition or write-in intent) for ballot access with the filing officer (Secretary of State or local County Clerk).

HOW DO I START?

KRS 118.165(1); 121.015(8)

As stated above you may notify the Registry by letter or you may officially file (no earlier than the first Wednesday after the first Monday in November of the year preceding the year the office will appear on the ballot) with your filing officer to obtain ballot access.

You must do one of the above prior to accepting contributions or making expenditures. This includes the use of the candidate’s own money. See page 47 for instructions on opening a bank account.

Letter of Intent (Option 1)

If you wish to start your campaign before you are allowed to officially file for ballot access with the Secretary of State or County Clerk, you may file a Letter of Intent with the Registry. The notice shall include the candidate’s name, birth date, mailing address, phone number, the office the candidate plans to seek, the year in which the election will be held, the treasurer’s name, mailing address and the phone number. Also, include the name and address of the financial institution where the campaign depository will be.

See the following page for a sample “Letter of Intent.”

SAMPLE LETTER OF INTENT**Date**

Kentucky Registry of Election Finance
140 Walnut Street
Frankfort, KY 40601

Dear Registry:

This letter is to inform you that it is my intention to begin raising and/or spending money to run in the **20__** election, for the office of **Franklin County Magistrate – 3rd district**. It is my intent at this time to spend **more than \$3,000** during the election. Listed below is the information required.

Candidate Information:

Name

Address

Telephone Number

Alternate Telephone Number

Date of Birth

Party Affiliation (if the race for which you are filing is partisan)

Treasurer Information:

Name

Address

Telephone Number

Alternate Telephone Number

Bank Depository:

Name

Address

If you have any questions, please contact me.

Sincerely,

Candidate's Name

***What Must I Do to Officially Gain Ballot Access? (Option 2)
Declaration of Notification (Filing papers)***

File proper documents (notification and declaration/nominating petitions or write-in intent) with Secretary of State or County Clerk not earlier than the first Wednesday after the first Monday in November of the year preceding the year the office will appear on the ballot.

These forms can be obtained from the Office of the Secretary of State or your Local County Clerk.

IS THERE ANYTHING ELSE I MUST FILE?

KRS 121.160; KRS 121.180

Appointment of Campaign Treasurer and Optional Request for Reporting Exemption (KREF 001)

At the time you officially file with the Secretary of State or County Clerk for ballot access, you must file an Appointment of Campaign Treasurer and Optional Request for Reporting Exemption (KREF 001). The Registry is notified of your official filing by receiving the KREF 001 form. The Secretary of State or County Clerk will forward this form to the Registry.



This form is used to designate an individual to serve as your campaign treasurer, indicate the financial institution that your campaign will use and make your request for a reporting exemption. (The exemption determines how many reports you will have due. See page 6.)

You may appoint any registered Kentucky voter as your campaign treasurer, or you may decide to be your own treasurer. Judicial candidates see page 10.

The Secretary of State or County Clerk will retain the original, provide you with a copy of the form and forward a copy to the Registry. Do not send the forms directly to the Registry. The Registry Staff cannot accept them unless they have first been filed with the appropriate filing officer.

See page 8 for a sample of the “Appointment of Campaign Treasurer and Optional Request for Reporting Waiver”.

**SELECTING AN OPTIONAL REQUEST FOR REPORTING EXEMPTION
MAY ALLOW YOU TO FILE FEWER FINANCIAL REPORTS.**

KRS 121.180

Option for Reporting Exemption (KREF 001)

At the time you officially file with the Secretary of State or County Clerk for ballot access, you may file an Option for Reporting Exemption (KREF 001). The number of campaign finance reports a candidate is required to file is determined by the amount of money **raised or spent** in an election.

Think carefully before executing an option. If you exceed the limit, you may be fined. The form is designed so that you may state your intention for both the Primary and General elections.

Intent to raise or spend over \$3,000 (Not requesting a reporting exemption)

You will **not** be exempted from reporting. You will be required to file all pre-election and post-election reports. Depending on when you filed for office this could include:

Quarterly Reports (*in the year preceding the election*)

32-Day, and 15-Day Pre-Election Reports

30-Day Post-Election Report

* (See note below.)

(Option A) Intent to raise or spend \$3,000 or less

You will only be required to file one campaign finance statement.

30-Day Post-Election Report

*(See note below.)

See Page 7 for Exception

(Option B) Intent to raise or spend \$1,000 or less

No Campaign Finance Reports are due.

See Page 7 for Exception

Note:

*60-Day Post-Election Report (*may be due if 30-Day Post-Election Report reflects a surplus or debt, see page 66*)

Annual (*due if 60-Day Post-Election Report reflects a surplus or debt*)

See Chapter 7 for specific dates. See pages 8-9 for a sample of the "Appointment of Campaign Treasurer and Optional Request for Reporting Exemption" form.

WHAT IF I CHANGE MY MIND ABOUT THE EXEMPTION?

KRS 121.180

After filing your Appointment of Campaign Treasurer and Optional Request for Reporting Exemption, if you change your mind about the amount of money you intend to raise/spend you may start fresh by revoking your first exemption and electing a new option. The revocation must be filed in a timely manner with your filing officer or you will be bound by the original exemption.

Exception: Candidates for county, city, or school board races may change their mind at any time, but must then begin filing all applicable reports or be subject to late reporting fines. (Note: This exception only allows for exemptions to be raised but not lowered).

Revocation of Appointment of Campaign Treasurer and Optional Request for Reporting Exemption (KREF 001)

To change your exemption for the primary election the revocation must be filed with the filing officer who received your filing papers no later than 15 days after the filing deadline for the primary.

To change your exemption for the general election, the revocation form must be filed with the same officer no later than 25 days after the date of the primary election.

If you have an August filing deadline the revocation must be filed no later than fifteen days after the filing deadline for the general election.

See Chapter 7 for specific dates.

See next page for a sample of the "Appointment of Campaign Treasurer and Optional Request for Reporting Exemption" form.

Notes: